

**Restoration Advisory Board
Defense Supply Center Richmond
Organizational Meeting Minutes
January 22, 2002
Chester Virginia**

The organizational meeting for the Defense Supply Center Richmond (DSCR) Restoration Advisory Board (RAB) was held at the Quality Inn, Chester, VA on January 22, 2002. As potential community members of the RAB arrived they were provided a 3-ring binder in which to retain RAB information and training materials. Ten community members had been previously selected by a citizens' task force to serve on the RAB:

Voting RAB members

George A. Beadles
Terrance K. Berrean
Sarah K. Clarke
Joyce M. Jackson
Leon D. Johnson, III

Richard McCollim
Lonnie W. McCoy
Janet Mauro Moe
Richard John (Rich) Richezza
Robert C. Williams

Ex-officio Non-voting Members

Charles R. Carrell, Government Co-chair
Eric Salopek, Virginia DEQ

Jack Potosnak, US EPA
Russel Harris, Chesterfield County

Advisors

Tom Owns, Public Affairs
Andrew Gootee, Public Affairs

Jimmy Parrish, Environmental

Community

Margaret Davis

Charles Carrell, Director of Support Services at DSCR and Government Co-chair of the RAB, welcomed attendees to the organizational meeting. He briefly outlined the steps necessary to create a fully operational RAB including development of a charter, selection of a community co-chair, and definition of meeting procedures. The group was reminded that the RAB is a public body and will generate a public record. Names of members will be released to the media.

CHARTER

Following self-introductions, a draft charter was presented for discussion. Andrew Gootee explained that the draft was a composite generated through a review of the charters of other RABs from around the country. Discussion of the draft charter focused resulted in the following decisions.

1. Attendees required to constitute a quorum. Decision: 7 voting members of the RAB must be present to hold an official meeting. [VA DEQ and EPA will have a representative at every meeting.]
2. Resolution of disagreement between co-chairs regarding agenda items. Decision: Co-chairs will make every effort to reach agreement on agenda items. However, if agreement cannot be reached, the issue will be resolved by the voting members of the RAB.
3. Meetings Frequency Decision: Meetings will be held monthly through May, 2002. Meeting frequency will be reviewed at the May meeting.
4. Meeting Times Decision: It was further decided that meetings will be held the 2nd Monday of every month beginning at 6:30PM and ending at 9:30PM.
5. Meeting Location Decision: The Government Co-chair will be responsible for securing future meeting locations.
6. Public notification for meetings: Decision: amend the wording in the draft charter to indicate that notification will be sent to all media sources. Janet Mauro Moe will work with DSCR to assure the completeness of the "mailing" lists.
7. Communication of opinions and advice in RAB meetings versus communicating opinions and advice to the public. Decision: As per Section IV Membership and Responsibilities, Paragraph E: "Members shall serve as a direct and reliable conduit for communication between the public and agencies responsible for clean-up activities." Individual opinions and advice may be openly voiced and discussed during RAB meetings. However, when representing oneself as a RAB member to the community, the opinions and advice must represent the consensus reached by the Board.
8. Intent of language in Section V Structure and Operating Procedures Paragraph F of the draft charter: "RAB members communicate opinions and advice as individuals, not as a group." Decision: Andrew Gootee will work with DSCR legal staff to refine the wording.

COMMUNITY CO-CHAIR

Community members of the RAB outlined requirements for the position of co-chair.

1. Willingness to work with the Government Co-chair to develop meeting agendas
2. Possess leadership capability
3. Develop respectful cooperation/collaboration
4. Resolve conflicts
5. Assist with minutes
6. Act as the point-of-contact (POC) for membership and community

Richard John (Rich) Richezza was selected Community Co-chair.

TRAINING

To become an effective RAB, members expressed a need for training. Andrew Gootee and Jimmy Parish will provide each member with a package of background information on DSCR and CERCLA prior to the February 11 meeting. Information will cover a range of topics and the sources will be across agencies. Members will be prepared to ask

questions and discuss the materials at that meeting. A tour of the DSCR facility will be scheduled for RAB members.

OUTREACH

In an effort to expand communication efforts to reach as many constituents as possible, the group discussed development of a website. Terrance K. Berrean will represent the RAB in working with DSCR to use an interactive website as a means of RAB communication. Members were encouraged to review the former Nansemond Ordinance Depot website as a possible model for the DSCR site.

OPEN DISCUSSION

If the RAB is an advisory board, who do we advise?

Charles Carrell explained that, while DSCR is doing a good job, they believe that they can be better stewards of taxpayer dollars and the environment by incorporating more input into decision making. Charles Carrell is General Totsch's representative on this board and it is his responsibility to communicate RAB issues and interests to the site commander.

Does the board have any authority to say that this needs to be cleaned up faster than it is? The RAB is an advisory board, but DSCR is soliciting board input and advice. Eric Salopek, Virginia DEQ spoke briefly about the overview of the cross-agency planning and oversight process. The cross-agency review/planning process, the CERCLA process, and EPA oversight will be explored in future meetings.

Margaret Davis inquired about rumors that Agent Orange and other dangerous substances were stored on the premises. Charles Carrell said that, to his knowledge, there was no Agent Orange on site. Jack Potosnak, US EPA indicated that a container of DDT was removed 20 years ago. There was no Agent Orange.

Lonnie McCoy asked if the RAB had the authority to request that previously tested area be rechecked using current standards.

Jack Potosnak said that the 5-year review board is responsible for those kinds of inquiries. The RAB will be involved with the next 5-year review. Eric Salopek stated that the US EPA would make the decision to retest. If a specific unit can be identified and documented as a concern, it will be looked into. Documentation is the key.

AGENDA - February 11, 2002

RAB Charter

Training: Discussion of training handouts and schedule tour.